

PUNCTUATION

LEVEL	PUNCTUATION	
5	<p>Punctuation needs to be used accurately and effectively</p> <p>ABC . ? ! , ‘ “ ” : ; () - ...</p>	
4	<p>ABC . ? ! , ‘ “ ”</p>	
3	<p>Reliable:</p> <p>ABC . , ? !</p>	<p>Starts to use:</p> <p>‘ “ ”</p>

2

ABC . ?

PUNCTUATION EXPLAINED

Capital letter	ABC	begins a sentence
Full stop	.	indicates that a sentence has finished
Comma	,	indicates a slight pause in a sentence, separates clauses in a complex sentence and items in a list
Question mark	?	goes at the end of a question
Exclamation mark	!	goes at the end of a dramatic sentence to show surprise or shock
Apostrophe	'	shows that letter(s) have been left out or indicates possession
Speech marks	“ ”	indicate direct speech, the exact words spoken or being quoted
Colon	:	introduces a list, a statement or a quote in a sentence
Semicolon	;	separates two sentences that are related and of equal importance, it takes the place of a connective or to separate lists which have several words, it is stronger than a comma
Dash / hyphen	-	separates extra information from the main clause by holding words apart, they are stronger than a comma
Brackets	()	can be used like dashes, they

		separate off extra information from the main clause
Ellipsis	...	to show a passage of time, to hook the reader in and create suspense